

From: [James, Paul](#)
To: [Coltrain, Katrina](#)
Subject: RE: Region 6 QAFAP Internal Assessment---Email 2 of 2
Date: Wednesday, October 10, 2018 9:57:10 AM
Attachments: [QAFAP 2018 Checklist.docx](#)

Awesome Katrina! Thank you.

Meanwhile, attached below is the checklist we will be using for the 2018 assessment:

As stated this morning, some of the listed items will be n/a, since you have contractors that conduct all of the field work.

Thanks again and looking forward meeting you on the 25th!

-Paul

From: Coltrain, Katrina
Sent: Wednesday, October 10, 2018 8:19 AM
To: James, Paul <James.Paul@epa.gov>
Subject: RE: Region 6 QAFAP Internal Assessment---Email 2 of 2

Paul, based on our conversation here are the documents requested.

Email 1: Sample and Analysis Plan, SAP amendment, and the Health and Safety Plan

Email 2: Training Records

Defensive Driving (3yr rotation): current

QA Certification (3yr rotation): current

Medical Monitoring Current

Travel Card: current

Katrina Higgins-Coltrain

Remedial Project Manager

US EPA Region 6

LA/OK/NM Section (6SF-RL)

1445 Ross Avenue

Dallas, Texas 75202

214-665-8143

From: James, Paul

Sent: Tuesday, October 02, 2018 8:55 AM

To: Coltrain, Katrina <coltrain.katrina@epa.gov>

Cc: Atkins, Blake <Atkins.Blake@epa.gov>

Subject: Region 6 QAFAP Internal Assessment

Hi Katrina:

Region 6 has put considerable time and effort into the development and implementation of the [EPA Quality Assurance Field Activities Procedure \(QAFAP, CIO 2105-P-02-0\)](#) to create a sustainable quality management system for field work at EPA. The next phase of implementation requires an internal assessment of the Region's QAFAP implementation progress. The internal assessment is scheduled to begin during the week of October 22 – 26, 2018. In the likelihood of any regional responses/deployments, it is anticipated that the assessment may take an addition week to complete. Assessment Teams will be conducting interviews with selected field personnel and management and review field-related records within the Compliance Assurance and Enforcement Division, Multimedia Planning and Permitting Division, Superfund Division, and Water Division.

You have been selected to participate in the Region 6 internal assessment. Assessment Team Leads will be contacting you to schedule a convenient time for your interview session. Please provide any field-related project records for the site travel that was conducted as followed:

Travel Begin Date	Travel End Date	Days in the Field	Travel Destination	Travel Purpose
		Description	Travel Extended Description	
07/25/17	05/31/17	~15	BROKEN ARROW, OK	SUPERFUND, LUST SITE TRAVEL
			Wilcox: RI + Removal	

Note: travel data was pulled from Concur.

Documentation from planning through reporting/project closure provides the objective evidence of QAFAP application required of the assessment. Examples of these records include training documentation, approved Health and Safety Plans (HASPs), approved quality assurance project plans (QAPPs), field logbooks, records received from the facility/site, SOPs, reports, etc.

I appreciate your cooperation and willingness to participate in the internal assessment process. Should you have any questions, please contact me at 5-6445.

Best Regards,

Paul D. James, Jr., P.G.

U.S. Environmental Protection Agency, Region 6

1445 Ross Avenue

Dallas, TX 75202

214.665.6445